

PROMOTIONAL
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PLEASE POST 10/30/14

TOWN OF HOLDEN
NOTICE OF VACANCY

DEPARTMENT: SENIOR CITIZENS
JOB CLASSIFICATION: PART TIME VAN DRIVER
SALARY RANGE: \$12.17 - \$13.14

HOURS: 10 HOURS PER WEEK (5 hrs. each on Thursday and Friday)
BENEFITS: NONE

GENERAL SUMMARY:

Under general supervision of the Director of Senior Services, provides door to door transportation for elderly and all handicapped residents of Holden.

DRIVER QUALIFICATIONS:

- Must have a good driving record and be sensitive to the special problems and needs of elders and disabled people.
- In addition to good driving skills, must possess maturity and sensitivity towards disabled and elderly persons.
- Must be physically able to assist wheelchair participants on and off the van as well as safely secure the wheelchair into the van.
- Must have a yearly physical and be judged to be in good physical condition.
- Must possess a valid Massachusetts Driver's Class D License and be free from addiction to alcohol and drugs. Subject to a CORI check.
- Must complete and pass an acceptable CPR course within thirty days of employment with the Town of Holden.
- All drivers must have CPR certificates renewed bi-annually (every 2 years).

EXAMPLES OF WORK:

Transport disabled and elderly persons to scheduled destination according to the following criteria:

1. Makes sure the vehicle is picked up and returned to Senior Center each day;
2. Passenger list is picked up daily;
3. Have a good knowledge of service area;
4. Assist passengers into and out of vehicle;
5. Be certain that all passengers whether ambulatory or not USE SEAT BELTS AND/OR SAFETY BELTS;
6. Collect fares from passengers and submit all monies to the Transportation Coordinator;
7. Keep daily records as required;
8. Attend training sessions and staff meetings as required;
9. Work cooperatively with other staff members.
10. Immediately report any incident (either vehicle or participant related) to Transportation Coordinator.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

CLOSING DATE FOR APPLICATIONS: Monday, November 17, 2014

FOR FURTHER INFORMATION CONTACT:

TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508)-210-5501 or visit
www.holdenma.gov Employment Opportunities

EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED